

U.S. Department of State Career Transition Center

CTC NEWSLETTER

(Print Version)

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**Happy
New
Year!**

"Most of us are about as eager to be changed as we were to be born, and go through our changes in a similar state of shock."

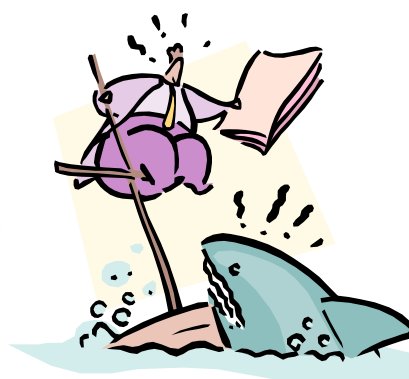
- James Baldwin

The Sharks Are Circling in Cyber-space!

- Prepared by the CTC Staff

*"Can't you feel 'em circlin', honey?
Can't you feel 'em swimming"
around?
You got fins to the left, fins to the right
And you're the only bait in town."*

- "Fins" by Jimmy Buffet



If you have been reading our newsletter articles recently, you may have noted our growing unease about posting your resume on the Internet. Very few people who post their resume on the Internet get a job -- or even an interview -- that way, so it is not an effective job search tool. And now the dangers of posting personal information on the Internet are legion. This article describes some of

those dangers and recommends ways to avoid them.

Many sites on the Internet offer the opportunity to post your resume on their site. There are thousands of job search sites like Monster.com and HotJob.com that offer this service. There are lots of names for sites that maintain databases of resumes:

- resume posting services
- job boards

- resume newsgroups
 - resume distribution services
 - electronic employment database services
 - usenets
- You can find

lists of these sites on www.acornresume.com and www.TheRileyGuide.com. There are also "niche" job boards, like Medzilla, for certain industries or professions.

Some sites promise to "blast" or "broadcast" your resume out to hundreds of employers. This "passive posting" is when you have posted

your resume in such a way that you don't know who is reading your resume, when they are reading it, or why they are reading it. On "public" or "completely open" resume databases, anyone can access the resumes.



access the resumes. It is important to remember that these resume database sites want to attract as many employer subscribers as possible. The more resumes they have posted on their sites, the more attractive they are to some employer subscribers.

The "private" databases are searchable only by recruiters and employers who pay for access to the resumes. On some job boards, recruiters and employers can retrieve resumes by doing a keyword search; on others, they may have to browse through all the resumes. "Confidential" or "private" resume database services may do the search of their resumes for an employer themselves, then contact you for permission to release your resume to that employer or to give you the employer's contact details so that you might contact the employer yourself. This is certainly the best kind to use if you are employed during your job search. "Semi-private" services allow their subscribers to view some but not all of the information on each resume. A few sites even verify the recruiter's or employer's credentials before contacting you about their query. Some job boards offer different levels of confidentiality or security for different prices and on some you can specify certain companies (like your current employer!) that will be blocked from viewing your resume.

Some resume database sites charge you, the job hunter, an initial one-time fee to post your resume on their site and others may charge you a monthly fee. Many sites allow you to post your resume for free, then charge employers to subscribe to

In addition to the sites specifically targeted to job seekers, many private company and professional publication websites also offer you the opportunity to post your resume on their sites.

What are the dangers?

Your identity may be stolen! The FBI says identity theft is the Number One online fraud in the U.S. If you want to learn more about preventing identity theft, check the Federal Trade Commission's website at www.ftc.gov and www.ifccfbi.gov. If, God Forbid, you do fall victim to identity fraud, those websites also list actions you should take to report the damage and protect yourself.

Here are six possible dangers:

1. You may be inundated by calls and e-mails –
 - advertising products and services ("spam")
 - from con artists with a lot of smooth promises about your career or even from con artists with more devious schemes in mind who use the personal information from your resume to gain your trust.
2. Your personal safety may be threatened.
 - Your enemies can find you and harm you.

"Hide not your talents, they for use were made. What's a sundial in the shade?"

- Benjamin Franklin

- If some whacko (a legitimate technical term in political science, I assure you) peruses the career history on your resume and makes erroneous assumptions about your political beliefs, for instance, he may barrage you with calls and e-mails protesting your involvement in political events and movements about which he feels passionately and may even stalk or threaten you.

3. If you saturate the Internet with your resume and recruiters keep running across it, they may think of your resume as junk mail and you as what The Riley Guide calls a “resume spammer” and get a negative impression. Besides, it makes you look really desperate and inexperienced!

- When you post your resume on an Internet site, you never know where it might end up. You lose control of its distribution. Even the most responsible sites cannot control your resume after an employer or recruiter has downloaded it from their site.
- It can be sent to employers outside of your targeted industry or geographical area.
- Because it is difficult to remove your resume from the Internet – especially if it has been sent to sites you don’t even know about, you may receive calls from recruiters for months after you have found a job. Some sites have no “purge policy” and keep resumes on their sites for years.
- Some sites can sell or swap your resume to other sites without your permission.



- Some sites that post resumes steal from other sites. They may pose as a recruiter or employer and subscribe to a competitor’s site to gain access. Then

“Life is pleasant. Death is peaceful. It’s the transition that’s troublesome.”

- Isaac Asimov

they steal resumes from the competitor’s site and copy them into their own site. According to www.HireNet.net, some of these resume bandits use software called “resume robots” or “resume spiders” that are specifically designed to troll the Internet for resumes.

4. An employer may receive your resume from a source you never heard of.

- If the source has a bad reputation, then your reputation could be harmed.
- An unethical recruiter could send your resume to an employer, then claim a fee when you get the job.
- When an employer receives a referral from a recruiter, then the employer may expect to be charged a finder’s fee for you. This discourages the employer from hiring you as you will cost more.

5. If your current employer finds your resume online, he could fire you, view you as disloyal, and/or view you as a security risk. This sounds a little farfetched, but www.HireNet.net warns that “employee salvagers” are hired by (seriously paranoid) companies to search the net for resumes posted by their employees. The company then devises a strategy to “salvage” that employee and keep him or her with the company.

6. Other job seekers may check out their competition by reading your resume. They could even copy your masterful resume techniques.

Choosing a Job Board

If a site requires you to provide your re-

sume or fill out a “profile” before it allows you to access the vacancy announcements, then don’t use it. You should be able to evaluate the site before you provide any personal information.

Here are some factors to consider before choosing a job board, but we recommend that you also take a look at www.job-hunt.org which has an excellent and much more detailed checklist.

- What services do they offer to you, the job seeker?
- Do they charge for all their services?
- Do they guarantee the quality of their corporate clients? do they include references from job seekers or corporate clients?
- Do they have a privacy policy? what level of confidentiality do they guarantee?
- Is the site easy to navigate?
- Is the site responsive? when you type in a keyword to search their job listings, do the results have anything to do with that word?
- Who has access to their resume database? Are they employers for whom you wish to work? What audience do they target?
- How are the resumes searched? If they are scanned, you may need to include key words to make yours pop up for certain jobs.
- If they have jobs posted on their site, who posted them – the actual employer or recruiters -- and are the jobs posted up-to-date?
- Can you limit your contact information on your resume?
- Once it is posted on the site,

can you access your resume to update it or delete it?

- How does your resume appear on the site – in plain text?
- How often do they purge the resumes in their databases?



General Recommendations

The best guidance we found was from Susan Joyce on www.Job-Hunting.org (also summarized on www.TheRileyGuide.com). She says that placement and privacy are the two most important factors to consider. Her advice is really excellent and definitely worth your time to read.

Here is a summary of the advice we found in all our reading.

1. NEVER put your Social Security Number (SSN) or your mother’s maiden name on any of your resumes!!! You don’t need to give your SSN or any other proprietary information to a prospective employer until the final stages of the actual hiring process. Unless it involves a national security clearance, you almost never have to provide bank or credit card information.

2. Avoid sites that blast or broadcast your resume to hundreds of recipients. They may send it to the Baby Doll Strip Club & Lounge!

3. If you decide to place your resume in a resume database, be very selective and discriminating. Susan Joyce recommends “targeted exposure” on a niche board dedicated to

“You’re never too old to become younger.”

- Mae West



your profession, industry, or geographical area as opposed to “maximum exposure” on the popular big databases. Choose a site with a good reputation and track record.

4. Avoid the “public” or “completely open” resume databases. They are the least secure. Only post your resume where it is protected. If confidentiality is important to you, then don’t post your resume on any sites that require your address, telephone number, facsimile number, and current employer’s name.

5. Read the “privacy policy” of the site very carefully. www.job-hunt.org warns that even a “privacy seal” such as “TRUSTe” or “BBBOnline” doesn’t make the site safe. Never give the site permission to sell or swap your resume.

6. If you must post your resume in any resume database, then make your resume “cyber-safe.” Limiting your contact information on the resume may make it harder for an employer to reach you, but it can also make you more attractive, giving the impression that you are a savvy and informed professional with a good job to protect.

7. Create a “blind” or “cyber-safe” resume:

- Don’t include your name, address, telephone number, facsimile number, or employer’s name.

- Provide an e-mail address that does not include your name, but make it sound professional not silly. Hotmail and Yahoo accounts are good for this purpose because they are harder to trace.
- Use a functional resume instead of a chronological resume.
- Replace the name of your employers with a general description of the company or organization.
- Replace any distinctive job titles with generic ones.
- Remove the dates from your employment history.
- Some folks may even rent a P.O. Box to use as a mailing address for their job search and hire an answering service to receive calls.
- Omit references.

8. If you are asked to fill out a profile form instead of submitting your resume, then don’t list your entire non-cyber-safe resume in the “Comments” box!

9. Include a note on the resume stating when it was submitted to the site and/or when it was last updated.

- Some sites purge the resumes periodically, so check the site frequently, re-submitting or updating when necessary.
- Other sites sort their resumes by the date of receipt, so, if you want yours on top, you will need to resubmit it every few weeks.

10. Include a note on the resume stating whether you are available worldwide. You don’t know where the resume is going in

“Let us not look back to the past with anger, nor towards the future with fear, but look around with awareness.”

- James Thurber

the cyber-world, so you had better indicate your willingness to relocate.

11. Keep a record of where you post your resume. Include the date, the version of your resume posted, the site address, your log on and password to the site, and the site's purge policy. When you find a job, then you will know the sites from which to withdraw your resume. This will also help you know when to update your resume.

12. If you don't get any responses to a resume posted on a job board within 45 days to three months, withdraw it.

13. When a recruiter or employer contacts you as a result of your resume posting, get his contact information and investigate him and his company. Call the company and verify the person's identification. Some clues that he isn't a legitimate representative are: if he represents a well known company, but gives an address that is not the company's address listed in the telephone book and/or does not include the company's name; if he doesn't use stationery with the company's logo in the letterhead; if the letterhead looks like it may have been tampered with; and/or if the telephone number doesn't match the address. If you can detect visa fraud, you can catch these guys! Send a full report to the site manager of the resume database if something like this happens.

14. Wwww.Monster.com recommends that, if you post your resume on the Internet, then you should check your credit card charges frequently.

15. Don't post on a site without a purge policy. As soon as you are employed, remove all your resumes from all sites. You don't want your new employer to see them!



EDITOR'S NOTE



Here are sources of more information regarding posting your resume on the internet and privacy protection.

Cyber Patrol at www.cyberpatrol.com or SurfWatch at www.surfwatch.com

"Don't Let On-Line Resumes Hurt Your Career" by Margaret Riley Dikel on www.careerjournal.com

"Preparing Your Resume for the Internet and Posting it Online" by Margaret Dikel on www.rileyguide.com/eresume.html

"Resume Database Nightmare: Job Seeker Privacy at Risk" by Pam Dixon on www.pamdixon.com/jobseekerprivacystudyfeb03.htm

"Posting resumes on the Internet pose risk to job seekers' privacy" by Adam Geller, *Jefferson City News Tribune Online Edition*, 16 March 2003, www.newstribune.com

The Everything Online Job Search Book by Steven Graber, Adams Media Corporation, Holbrook, Massachusetts, 2000.

"Who's Reading Your Resume?" on www.hirenet.net/info/CandidateConfidentiality.cfm

Identity Theft Resource Center at www.idtheftcenter.org

www.job-hunt.org

- "Evaluating Website Privacy Policies"

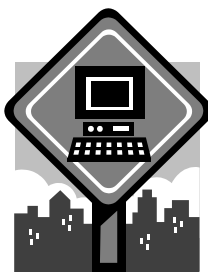
- "Online Job Search Privacy"

- "Your Cyber-Safe Resume"

- "Choosing a Job Site"

"I am not young enough to know everything."

- Oscar Wilde



"Protect Your Personal Info" by Ben Murray on www.resume.monster.com/articles/personalinfo/

Privacy Rights Clearinghouse at www.privacyrights.org

Sams Teach Yourself E-Job Hunting Today: Planning Your Career and Searching for Jobs Online by Eric Schlesinger and Susan Musich, Macmillan USA, 2000

"If you can dream it, you can do it."

- Walt Disney

JOB LEADS



1. Tip from retiree Richard Perry: "'Small Business Kit for Dummies' ... is ... a CD Rom containing all of the

forms for incorporating and much more. For those thinking about starting a business, it's the best I've seen."

2. Some good job search tools on the Internet:

BusinessJournal - www.bizjournals.com

- You can choose the areas of the country you want to focus on – e.g., in the DC area, you can choose the Washington BusinessJournal. Their articles are especially good for leads on which companies are getting government contracts. (Note: Not all the companies in WBJ articles are headquartered in the DC area. Government contractors come from and work in every corner of the land!)
- In addition to business news, these publications list jobs and networking events. You can subscribe via e-mail.
- You can also post your resume on the site.

boardnetUSA - www.boardnetUSA.org

- Helps connect nonprofit boards and individu-

als hoping to serve on one.

- Managed by The Volunteer Consulting Group, a 501©(3) nonprofit organization.
- You can list your resume. No charge.

The Chronicle of Higher Education - www.chronicle.com

- An excellent resource for job searches in the academic community (not just teaching jobs!). The FSI Library has a subscription and most public libraries also subscribe.
- Their vacancies include ads from schools all over the U.S. and a few for jobs overseas.

DC JobNetwork.com - www.dcjobnetwork.com

- Focuses on DC area and lists a wide variety of jobs for which you can apply on the web-site.
- You can post your resume on the site.
- Also offers job search articles and advice. Check out the article "'Queer Eye' Just Might Open Yours" by Dave Murphy – it contains some excellent advice!

Foreign Policy Association - www.fpa.org

- Excellent website which lists many jobs in U. S. and overseas. Wide variety of jobs.
- You can subscribe to their weekly Global Jobs Newsletter via e-mail for free.

"Don't be a blueprint. Be an original."

- Roy Acuff

ATTENTION JSP GRADUATES!



ADST to Honor John Whitehead & J. Bruce Llewellyn at February Awards Dinner
Members of the FSI Job

Search Program are invited to join their colleagues from the Association for Diplomatic Studies and Training (ADST) in honoring John C. Whitehead and J. Bruce Llewellyn at a gala dinner. Secretary Whitehead served as Deputy

Secretary of State from 1985 to 1989 and is currently Chairman of the Board of the Lower Manhattan Development Corporation. He will receive the Ralph J. Bunche Award for Diplomatic Excellence.

Mr. Llewellyn, former president of the Overseas Private Investment Corporation (OPIC) and currently Chairman and CEO of the Philadelphia Coca-Cola Bottling Company, will receive ADST's International Business Leadership Award.

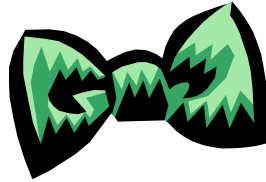
The black tie event, presided over by Honorary Chairman Richard Armitage, Deputy Secretary of State, will be held on February 26, 2004 at the Willard Hotel in Washington, D.C.

Award dinner tickets are available to current and former members of the Job Search Program and are tax deductible except for the cost of the meal. Program participants can receive an invitation when they are mailed in

early January by contacting ADST at vtengel@adst.org, or by calling (703) 302-6991. Mention that you were a member of the Job Search program and receive special pricing for the dinner.

Next Job Fair

The next CTC Job Fair will be held on March 23, 2004.



"I work in whatever medium likes me at the moment."

- Marc Chagall



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